

DATE: September 25, 1995

TO: Office of Water Programs Engineering Staff

THROUGH: Eric H. Bartsch, P.E., Director
Office of Water Programs

FROM: Allen R. Hammer, P.E., Director
Division of Water Supply Engineering

SUBJECT: Water - Procedure - Plan Processing - Field Office Approvals

REFERENCE: WM 402

Purpose:

To improve our service and to better serve waterworks consumers over the long term, we must concentrate more thoroughly on the up front problem identification and problem solving elements of the project evaluation process. This effort will allow us to better assist and clarify information areas where owners or engineering consultants may not be fully informed. All parties should benefit in the overall evaluation process.

A strong project evaluation process utilizing the long established project processing tools, i.e., application, Preliminary Engineering Conference (PEC) and Preliminary Engineering Report (PER), is a prerequisite to the types of projects for which DWSE will allow approval letters to be processed directly from the field office. These project processing tools have been our traditional formal tools to assist waterworks owners and their engineers plan for a waterworks' long-term operation.

The project evaluation process is a four part process consisting of an application, PEC, PER, and final plans. In essence, this process is the engineering design process. It is aimed at properly identifying the problem and finding alternative solutions that insure a waterworks can operate in the long term. This saves the owners money by assisting in defining the scope of work between the owner and consultant engineer. These efforts, prior to plan preparation, save time, money and aggravation on the part of the owner, engineer and VDH. The successful completion of each phase of the process produces a better product; one that will serve the consumer. Each successful phase expedites the next phase resulting in final plans ultimately approved with no major comments from VDH.

Responsibility:

For the field office to assume the actions below, the field office must use these tools as they fulfill the process requirements in VA Code §32.1-167 et.seq., the adopted Board of Health Waterworks Regulations (VR 355-18-000) and the appropriate working memoranda.

Field Office Approvals:

The following types of projects will generally be approved at the field office and will be referred to as "Field Office Approval".

- 1) Water line extensions
- 2) Raw water lines and transmission mains not crossing local government jurisdictional boundaries.
For projects which cross

local government boundaries, contact the central office and the processing procedure will be determined.

- 3) Distribution system booster pump stations (send surface water treatment plant raw or finished service pumps to the central office for final approval).
- 4) Distribution system storage tanks £1 MG (nominal volume). Treatment plant clearwells cannot be approved at the field office.
- 5) A simple well system consisting of one well, transfer booster pumps, a hydropneumatic tank and/or an atmospheric storage tank.
- 6) Groundwater hypochlorination systems.
- 7) Metering pump/solution crock type treatment systems such as sequestering for corrosion control.
- 8) Cation exchange water softening.
- 9) Non-technical change orders and addenda including those for water treatment plants.
- 10) Standard shelf specifications. General permits (local review programs) cannot be approved at the field office.

Design Exception, Variance, or Exemption Memoranda:

DWSE will continue to require design exception request memoranda be sent to the Technical Services-Field Services Engineer in the central office for the Division Director's approval signature. This includes exceptions for "Field Office Approval" projects. All requests to vary from the Waterworks Regulations must be handled promptly so the owner may plan properly and the project documents reflect VDH approval of items that vary. Process all of these special requests or considerations at the PEC or PER stage of the process. In no circumstances should a design exception request come to the central office with the plans to be microfilmed. This will be considered a "return".

Field Office Processing:

Field office approvals will continue to utilize the present permit formats; however, a description sheet will no longer be required for water line extensions. Submittals, other than water line extensions, to DWSE-Technical Services-Field Services Engineer for central office files:

- 1) After application is received - send a copy.
- 2) After PEC is held - file memorandum detailing PEC discussions/decisions (promote regionalization, either as physical connection or satellite management).
- 3) After PER is approved - approved PER and approval letter (promote regionalization and address any special requests or exceptions).
- 4) With permit - present construction checklist documents except with:
 - only one copy of field office's undated approval letter (no conditional approvals); signed by the authorized field staff and

initialed by DFD. This will transfer signatory authority to the field office while maintaining a complete information package.

- no envelope or mailing stickers.

- only prior approved exceptions, variances or exemptions.

- only one set of plans and specification (marked with your approval stamp) for microfilming.

- 4) Mark the construction checklist as a "Field Office Approval".

Processing at DWSE:

Immediately upon receiving the Field Office Approval package, the Technical Services section will give the permit to the Division Director for signature. The package and a copy of the permit will be retained for later review by DWSE to insure the Division's goals, objectives, VA code, regulations and procedures are being followed. After signatures are on the permit, it will be mailed to the field office without attachments for the field office to send to the owner and other appropriate persons.

Future:

DWSE is still evaluating the comments received on other aspects of plan processing with the goal of rewriting WM 402 to incorporate most other plan processing working memos into one document.